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INSTITUTIONAL ENROLLMENT INVENTORY. INSTRUCTION MANUAL.
PENNSYLVANIA STATE DEPT. OF PUBLIC INSTRUCTION

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DESCRIPTORS- *ENROLLMENT INFLUENCES, *HIGHER EDUCATION, *MASTER PLANS, *METHODS, *STUDENT ENROLLMENT, AVERAGE DAILY ENROLLMENT, CODIFICATION, COLLEGE PLANNING, EDUCATIONAL SPECIFICATIONS, FACILITY REQUIREMENTS, MANUALS, PUBLIC EDUCATION, HARRISBURG, PENN.

IN DEVELOPING A COMPREHENSIVE PLANNING METHOD FOR DETERMINING SPACE REQUIREMENTS AND UTILIZATION RATES, IT IS NECESSARY TO OBTAIN DATA PERTAINING TO THE NUMBER OF STUDENTS USING THE FACILITIES. TO AID THE PUBLIC HIGHER EDUCATION INSTITUTIONS OF PENNSYLVANIA IN DETERMINING ENROLLMENTS, THE STATE COMMISSION ON ACADEMIC FACILITIES PREPARED THIS ENROLLMENT INVENTORY MANUAL TO PROVIDE METHODS, PROCEDURES AND RELATED DATA FORMS. THE INVENTORY CONSISTS OF FOUR MAJOR PHASES--(1) PROCEDURE FOR THE COMPLETION OF THE FALL ENROLLMENT COURSE SCHEDULE BY PROGRAM, (2) PROCEDURE FOR THE COMPLETION OF THE ANNUAL FALL ENROLLMENT BY SEX, RESIDENCE AND TYPE OF HOUSING, (3) PROCEDURE FOR THE COMPLETION OF THE ANNUAL FALL ENROLLMENT BY PROGRAM AND ACADEMIC LEVEL, AND (4) PROCEDURE FOR THE COMPLETION OF THE ANNUAL FALL OUT-OF-COUNTY ENROLLMENT. EXPLANATION IS GIVEN FOR THE PROCEDURES TO BE FOLLOWED AND THE FORMS TO BE USED IN COMPLETING EACH INVENTORY PHASE. THE NECESSARY CODINGS AND DEFINITIONS ARE GIVEN IN THE APPENDICES. (BH)

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Commonwealth Of Pennsylvania
Higher Education Facilities
Comprehensive Planning

INSTITUTIONAL ENROLLMENT INVENTORY

INSTRUCTION MANUAL

State Commission On Academic Facilities
Department Of Public Instruction
Box 911
Harrisburg, Pennsylvania 17126

ED 018101

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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Commonwealth Of Pennsylvania
Higher Education Facilities
Comprehensive Planning

Institutional
Enrollment Inventory

Instruction Manual

January 1968

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Commonwealth Of Pennsylvania
Higher Education Facilities
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INSTITUTIONAL ENROLLMENT INVENTORY

INSTRUCTION MANUAL

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SECTION I

GENERAL INFORMATION

SECTION I

GENERAL INFORMATION

Some of the terms used in the instruction manual may be different from those the institution is accustomed to using. Therefore, it is urged that the instructions for each section be read carefully before the inventory is begun and referred to as needed while the inventory is being completed.

INSTRUCTION MANUAL ARRANGEMENT

The Institutional Enrollment Inventory consists of four major phases which are outlined in this instruction manual as follows:

- Section II - Procedure For The Completion Of The Fall Enrollment Course Schedule By Program

- Section III - Procedure For The Completion Of The Annual Fall Enrollment By Sex, Residence And Type Of Housing

- Section IV - Procedure For The Completion Of The Annual Fall Enrollment By Program And Academic Level

- Section V - Procedure For The Completion Of The Annual Fall Out-Of-County Enrollment.

Sections II, III, IV and V of this instruction manual explain these four phases. Each section explains the procedure to be followed in completing each inventory document. All inventory documents to be used in recording and reporting institutional enrollment information are included as Exhibit II-A in Section II, Exhibit III-A in Section III, Exhibit IV-A in Section IV and Exhibit V-A in Section V. Necessary coding and definitions are given in the appendixes.

PROGRAM DATA

Prior to beginning the Institutional Enrollment Inventory, each Institution should select and assign appropriate program code numbers (see Appendix A for program codes) to all courses currently being offered by the Institution. These program codes will be used in classification and reporting for two of the five procedures (Sections II and IV) of this instruction manual.

ENROLLMENT DATA

The total number of students reported in Sections II through V is based on an assumption that the fall enrollment of an institution is greater than the enrollment for any other term in the academic year. However, if a term other than the fall term has a larger enrollment, the enrollment data for that term having the greater enrollment should be reported. The data should reflect the enrollment for the fall term after it has stabilized, but not later than November 1.

The number of total students to be reported, as described in Section III as "Men and Women, Resident and Nonresident," in Section IV as "Total Students Enrolled," and in Section V as "Total Students," is defined as full-time-equivalent (FTE) enrollments. Please note the definition of resident and nonresident students which appears on page III-3 of this manual.

Full-time-equivalent (FTE) enrollment is defined as the number of full-time students plus one third of the part-time students.

A full-time student enrolled in an Institution which is on a conventional semester schedule is defined as a student enrolled for 12 credit-hours or more of course work per semester. A student enrolled for fewer than 12 credit-hours a semester is considered a part-time student.

For an Institution on a quarter or term academic calendar, or any term of less than 15 weeks of duration, a full-time student is defined as one enrolled for at least 8 credit-hours a term. A student enrolled for fewer than 8 hours a term is defined as a part-time student.

If an Institution's academic program consists of semester-term courses instead of credit-hours, multiply the semester-term courses by four in order to convert to credit-hours.

If the Institution's academic program consists of quarterly term courses instead of credit-hours, multiply the quarterly term courses by 3-1/3 in order to convert to credit-hours.

The above definitions of full-time and part-time students would then apply.

NOTE: All day and evening students, part time and full time, are to be reported in Section II, but only full-time-equivalent day students are to be reported in Sections III, IV and V.

Students enrolled in extension, branch campus and correspondence courses are excluded from the calculation of the full-time equivalents for Sections III, IV and V. Students enrolled for credit in short courses, such as special six week institutes, will be included as part-time students. Students enrolled in such Institutes, but not for credit, will be excluded from the calculation.

Students enrolled in an independent study program, i.e., not attending regularly scheduled classes, but who are full-time degree students pursuing an academic major, will not be reported on Schedule B of Section II, but will be included in Sections III, IV and V.

The enrollment totals presented for Section II will not equal the enrollment totals given in Sections III, IV and V. Completion of the procedure described in Section II will provide program enrollments by courses and sections, rooms and time, thereby resulting in inflated enrollment figures because of the counting of each student several times. Completion of the inventory described in Sections III, IV and V will provide for the Institution total enrollment of students by major program, sex, living arrangements, etc.

RESPONSIBILITIES

Three persons in each institution are vital to the successful completion of the Institutional Enrollment Inventory: the Institutional Study Coordinator, the Registrar or his designee and the Housing Director or his designee. The duties of each are:

The Institution Study Coordinator is appointed by the Institution to coordinate the completion of the inventory documents. It should be his responsibility to ensure that all required institutional enrollment data are inventoried, and that all inventory documents are fully completed and returned to him.

During the inventory, the Study Coordinator will provide liaison between the Institution and Mr. Keith Gentzler, Comprehensive Program Planning Director, Bureau of Higher Education Facilities, Department of Public Instruction, Education Building, Harrisburg, Pennsylvania 17126, phone (717) 787-2057; and/or Mr. Eugene Eisenbise, Higher Education Facilities Specialist, Bureau of Institutional Studies, Department of Public Instruction, Education Building, Harrisburg, Pennsylvania 17126, phone (717) 787-6676. All inquiries and requests for assistance from the Institution should be directed to the persons named above through the Institutional Study Coordinator.

When the inventory forms have been completed, the Institutional Study Coordinator should forward them to the Pennsylvania State Commission on Academic Facilities, directed to the attention of Mr. Gentzler.

The Registrar (or his designee) should be responsible for the completion of all entries on the forms outlined in Section II, Procedure For The Completion Of The Fall Enrollment Course Schedule By Program; Section IV, Procedure For The Completion Of The Annual Fall Enrollment By Program And Academic Level; and Section V, Procedure For The Completion Of The Annual Fall Out-Of-County Enrollment. It is assumed that the Registrar, or his designee, will have knowledge of, and access to, the current and historical enrollment data of the Institution.

The Housing Director (or his designee) should be responsible for the completion of all data entries on Schedule C as outlined in Section III, Procedure For The Completion Of The Annual Fall Enrollment By Sex, Residence And Type Of Housing. The Housing Director, his designee, or the institutional administrator of the Housing Program, should have knowledge of, and access to, the current and historical housing data of the Institution.

BRANCH CAMPUSES AND EXTENSIONS

Do not include information on branch campuses or extensions.

SECTION II

PROCEDURE FOR THE COMPLETION OF THE FALL ENROLLMENT COURSE SCHEDULE BY PROGRAM

SECTION II

PROCEDURE FOR THE COMPLETION OF THE FALL ENROLLMENT COURSE SCHEDULE BY PROGRAM

PURPOSE

1. To obtain the complete schedule of fall courses by rooms and buildings for every course currently offered by an institution.

2. To obtain the student enrollments in each course by academic level and program.

Position Responsible	Instructions For Completion
INSTITUTIONAL STUDY COORDINATOR	1. Forwards Section II, Procedure For The Completion Of The Fall Enrollment Course Schedule By Program, along with copies of Schedule B, Fall Enrollment Course Schedule, to the Registrar for completion.
REGISTRAR (Or His Designee)	2. Reviews Section II, Procedure For The Completion Of The Fall Enrollment Course Schedule By Program.
	3. Refers to Exhibit II-A, following page II-8, for illustration of the required entries on Schedule B, Fall Enrollment Course Schedule By Program. Note: This document will be completed only for the fall term of 1967.
	4. Completes Schedule B, Fall Enrollment Course Schedule, as follows:
	a. Enters the Institution's identification code in the box entitled "Institution Code" in the upper left-hand corner of the document.

INSTITUTION CODE
12500

Position Responsible	Instructions For Completion
REGISTRAR (Or His Designee)(Cont'd)	b. Enters the complete name of the Institution in the box entitled "Institution Name." INSTITUTION NAME Pennsylvania College c. Enters his full name in the box entitled "Form Prepared By." FORM PREPARED BY J. P. Registrar d. Enters the current date in the box entitled "Inventory Date." INVENTORY DATE February 19, 1968 e. Enters the number of each sheet used in the space provided in the upper-right corner of the document. The number for the first sheet should be entered as follows: Sheet 1 of __ f. Assigns a program code number to each course offered by the Institution. All courses within each program, both day and evening, should be assigned the same program code number. For example, all courses comprising the Institution's history program would be assigned the program code number 07716. Refer to Appendix A for program codes. g. Enters the program code for the first course or section within the first program in columns 17-21. For example, if the course is part of the Institution's history program, the following entry would be made:

Position Responsible

REGISTRAR (Or His Designee) (Cont'd)

Instructions For Completion

PROGRAM NUMBER				
17	18	19	20	21
0	7	7	1	6

h. Enters the total number of students enrolled in each course or section (in columns 27-32) by academic level code (in column 22). For example, if the history course (as shown in step g. above) had 5 freshmen, 10 sophomores and 16 juniors enrolled, the data would be entered as shown below:

Level	TOTAL NUMBER OF STUDENTS					
22	27	28	29	30	31	32
E	0	0	0	0	0	5
F	0	0	0	0	1	0
H	0	0	0	0	1	6

Refer to Appendix B for the academic level codes. The data in the Total Number Of Students columns (27-32) must be right-justified. The lowest-order digit (units position) must be entered in column 32. Unrequired high-order positions must be completed with a zero (0) as shown in the example above.

i. Enters in columns 33-35 the building identification number of each building in which a course or section is scheduled to meet. If the course or section is scheduled to meet in more than one building, additional lines should be used to record each building number. Vertical arrows must be shown in Program Number, Level and Total Number Of Students columns to indicate that this information remains constant and pertains to the same program, level and number of students,

Position Responsible	Instructions For Completion
REGISTRAR (Or His Designee)(Cont'd)	while the building number changes. (See Exhibit II-A.) The building identification number must be the same as that which was assigned by the Institution for the building and room physical facilities inventory. For example, if a course of 35 students is scheduled to meet in buildings which have been assigned the identification numbers of 110, 115, and 116, the following entries would be made:

TOTAL NUMBER OF STUDENTS						BUILDING NUMBER		
27	28	29	30	31	32	33	34	35
0	0	0	0	3	5	1	1	0
↓	↓	↓	↓	↓	↓	1	1	5
↓	↓	↓	↓	↓	↓	1	1	6

j. Enters in columns 36-40 each institutional room number in which a course or section is scheduled to meet. In general, columns 37, 38 and 39 should be used for a typical three-digit room number. Column 36 should be used for any rooms numbered 1,000 and above. Columns 36 and 40 should be used for alphabetic prefixes and suffixes. These columns should be left blank where a prefix and/or suffix do not occur or where the room number does not exceed 3 positions. Columns 37 and 39 should have an entry in each column. For example, the room number 17C would be entered as follows:

ROOM NUMBER				
36	37	38	39	40
	0	1	7	C

If a course or section meets in more than one room, additional lines should be used as required and vertical arrows shown in the remaining data fields. (See instruction i. above, and Exhibit II-A.)

Position Responsible	Instructions For Completion
REGISTRAR (Or His Designee)(Cont'd)	k. Enters the faculty identification number currently assigned to each faculty member by the Department of Public Instruction of the State of Pennsylvania in columns 44-49. This number is used by participating Institutions for retirement and fringe benefit information filing and records maintenance. Note: If the Institution is not participating currently in the Pennsylvania Retirement System, assign a unique six-digit number to each faculty member, beginning with 000001, 000002, etc. A person who is teaching a section or course in the Institution, but who is not a member of the Institution's faculty, must also be assigned an identification number. For example, persons teaching courses over closed-circuit TV, but who are not Institution faculty members; shared professors from other institutions; and visiting professors from other institutions, must be assigned identification numbers. If two or more persons are teaching the same section or course, show both of their identification numbers as the entry for each course or section is made. For example, if two faculty members having the identification numbers 000048 and 000125 share the teaching of a section or course in Room 034, the following entries would be made:

ROOM NUMBER					FACULTY IDENTIFICATION					
36	37	38	39	40	44	45	46	47	48	49
	0	3	4		0	0	0	0	4	8
		↓			0	0	0	1	2	5
		↓					↓			

Position Responsible	Instructions For Completion
REGISTRAR (Or His Designee) (Cont'd)	If two or more persons are teaching several sections or courses, but are not permanently assigned to specific ones, show the identification number of the faculty member who is responsible for the instruction of those sections or courses. For example, if five individuals, such as instructors or teaching assistants, are assigned on a rotational basis to lead small discussion groups of a large course, enter the identification number of the faculty member responsible for the instruction of that course.

1. Enters the code in column 50 for each day of the week that the course or section is scheduled to meet. Use one line for each day scheduled. The following code for the days of the week should be used:

1	Monday
2	Tuesday
3	Wednesday
4	Thursday
5	Friday
6	Saturday

For example, if the course is scheduled to meet on Tuesday, Thursday and Friday, the following entries should be made:

FACULTY IDENTIFICATION						Day
44	45	46	47	48	49	50
2	3	4	5	6	7	2
↓	↓	↓	↓	↓	↓	4
↓	↓	↓	↓	↓	↓	5

Position Responsible	Instructions For Completion
REGISTRAR (Or His Designee) (Cont'd)	m. Enters the hour at which the course or section is scheduled to meet in columns 51-54. The following table should be used to convert clock time to code time.

Time Conversion Table

6:00 a.m.	0600	3:00 p.m.	1500
7:00 a.m.	0700	4:00 p.m.	1600
8:00 a.m.	0800	5:00 p.m.	1700
9:00 a.m.	0900	6:00 p.m.	1800
10:00 a.m.	1000	7:00 p.m.	1900
11:00 noon	1100	8:00 p.m.	2000
12:00 p.m.	1200	9:00 p.m.	2100
1:00 p.m.	1300	10:00 p.m.	2200
2:00 p.m.	1400	11:00 p.m.	2300

For example, a course or section scheduled to meet at 8:30 a.m. would require the following entry:

FROM			
51	52	53	54
0	8	3	0

n. Enters in columns 55-58 the hour at which the class is scheduled to end each day. Refer to item m. above for the time conversion table and an illustration of the entry.

o. All courses or sections of courses classifed within each program code will be numbered in ascending sequence, beginning with the numeral 1. When the program changes and another program code is entered, begin again with the numberal 1 to identify the first section or course of the next program being recorded.

To identify the line entries of a specific section or course, place the same number on each line pertaining to that course or section in the blank column on the right side of the form (directly under "Inventory Date").

Position Responsible	Instructions For Completion
REGISTRAR (Or His Designee) (Cont'd)	All line entries pertaining to the first course or section within the same program code will be numbered 1. Those line entries pertaining to the second course or section will be numbered 2, etc. (See Exhibit II-A.)
	5. Repeats this procedure, outlined in Step 4 above, for each course or section of every program offered by the Institution in the fall term.
	6. When the course schedule for every course or section of every program has been completed, enters the total number of pages completed for the course schedule in the space provided in the upper-right corner of the document. For example, if a total of 35 sheets were prepared, the entry on the first and second sheets would be completed to read: Sheet 1 of 35 Sheet 2 of 35
	7. Forwards all completed documents to the Institutional Study Coordinator when all courses or sections of all programs have been fully recorded.
INSTITUTIONAL STUDY COORDINATOR	8. Adds the completed Fall Enrollment Course Schedule to the completed documents file.
	9. Forwards the completed inventory package to the State Commission on Academic Facilities, care of Mr. Gentzler, when all four sections of the Institutional Enrollment Inventory have been completed and returned.

EXHIBIT II–A

SCHEDULE B

FALL ENROLLMENT COURSE SCHEDULE BY PROGRAM

Sheet 1 Of 35

INSTITUTION CODE: 12500 | INSTITUTION NAME: PENNSYLVANIA COLLEGE | FORM PREPARED BY: T. R. JONES | INVENTORY DATE: JAN 30, 68

PROGRAM NUMBER	LEVEL	TOTAL NUMBER OF STUDENTS	BLDG. NO.	ROOM NUMBER	FACULTY IDENTIFICATION	SCHEDULE: DAY	SCHEDULE: TIME OF DAY FROM	SCHEDULE: TIME OF DAY TO	
07716	J	00002	107	034	00004	1	0930	1020	1
					00011	3			1
						5			1
07716	H	00002	123	110	00004	1	0930	1020	2
						2			2
						3			2
07716	F	00003	1014	023	00004	1	0930	1020	3
					00013	2			3
			015	004		3			3
07716	E	00000	3108	005	00009	1	0930	1020	4
	F	000007				3			4
	H	000009				4			4
0771	H	000008	002	008	00005	1	0930	1020	5
	5	000014	015	317C		3	0836	0920	5
			104	004B		5	1130	1220	5
07725	E	00002	5104	012	00005	2	0830	0920	1
						4			1
						5			1
07725	F	00001	5102	210	00005	3	0830	0920	2
	H	000010				3			2
						5			2

SECTION III

PROCEDURE FOR THE COMPLETION OF THE ANNUAL FALL ENROLLMENT BY SEX, RESIDENCE AND TYPE OF HOUSING

SECTION III

PROCEDURE FOR THE COMPLETION OF THE ANNUAL FALL ENROLLMENT BY SEX, RESIDENCE AND TYPE OF HOUSING

PURPOSE — To provide data which will be used to project residential facilities needs for the State of Pennsylvania.

Position Responsible	Instructions For Completion
INSTITUTIONAL STUDY COORDINATOR	1. Forwards the instructions in Section III, Procedure For The Completion Of The Annual Fall Enrollment By Sex, Residence, And Type Of Housing, and in Schedule C, Annual Fall Enrollment By Sex, Residence, And Type Of Housing, to the Housing Director or his designee.
HOUSING DIRECTOR (Or His Designee)	2. Receives the instructions and forms from the Institutional Study Coordinator.
	3. Refers to Exhibit III-A, following page III-5, for illustration of the required entries on Schedule C, Annual Fall Enrollment By Sex, Residence And Type Of Housing.
	4. Completes the heading information on Schedule C, Annual Fall Enrollment By Sex, Residence, And Type Of Housing as follows:
	a. Enters the Institution's identification code in the box entitled "Institution Code" in the upper left-hand corner of the document.

INSTITUTION CODE
12500

Position Responsible	Instructions For Completion
HOUSING DIRECTOR (Or His Designee) (Cont'd)	b. Enters the complete name of the Institution in the box entitled "Institution Name."

INSTITUTION NAME
Pennsylvania College

c. Enters his full name in the box entitled "Prepared By."

PREPARED BY
J. R. Jones

d. Enters the current date in the box entitled "Inventory Date."

INVENTORY DATE
February 19, 1968

5. Completes the following entries for each year, from 1955 to 1967. The preprinted year in columns 23-26 is the academic year to be reported. For example, the year 1955 pertains to the academic year 1955-56, or the fall term of 1955.

Students reported for each year 1955 to 1967 should be FTE day students, as defined in Section I of the instruction manual. If the Institution's historical records are such that the data cannot be provided for earlier years in accordance with the definition outlined in Section I, report data for those FTE enrollment years as defined at that time by the Institution. However, data for the fall term of the current year, 1967-68, must be reported in the terms defined in the instructions for Section I.

The data must be right-justified; i.e., the lowest-order digit (units position) must be placed in the rightmost column of each data field. The lowest-order digit must be placed in columns 31, 36, 41, 46, 51, 56, 61, 66, 71, and 76 respectively. Unrequired high-order positions must be completed with a zero.

Position Responsible	Instructions For Completion
HOUSING DIRECTOR (Or His Designee) (Cont'd)	IMPORTANT DEFINITION: For purposes of this inventory, a resident student is defined as a student who lives in an Institution financially owned, leased or rented facility, or a privately owned dormitory. A student living in a privately owned fraternity or sorority house, privately owned boardinghouse or apartment is considered a nonresident student. This definition may not be synonymous with the Institution's definition of a resident student as related to residency requirements for matriculation. a. Resident Men - Dormitory: Enters in columns 27-31 the total number of resident men students housed in dormitories which are owned, leased or rented by the Institution or are privately owned and dedicated to housing students. b. Resident Men - Fraternity: Enters in columns 32-36 the total number of resident men students living in fraternity houses owned, leased or rented by the Institution. Students living in privately owned fraternities are not to be included. c. Married Resident Men: Enters in columns 37-41 the total number of married resident men students living in housing which is owned, leased or rented by the Institution. Married men students living in privately owned facilities, i.e., private homes, boardinghouses, or apartments, are not to be included. d. Nonresident Single Men: Enters in columns 42-46 the total number of single men students living in privately owned housing; i.e., private homes, boardinghouses, apartments or privately owned fraternities. Note: Students living in privately owned dormitories which are dedicated to housing students are defined as resident students.

Position Responsible	Instructions For Completion
HOUSING DIRECTOR (Or His Designee) (Cont'd)	e. Married Nonresident Men: Enters in columns 47-51 the total number of married men students living in privately owned housing; i.e., in private homes, boardinghouses, or apartments.
	f. Resident Women - Dormitory: Enters in columns 52-56 the total number of resident women students housed in dormitories which are owned, leased or rented by the Institution or are privately owned and dedicated to housing students.
	g. Resident Women - Sorority: Enters in columns 57-61 the total number of resident women students living in sorority houses which are owned, leased or rented by the Institution. Students living in privately owned sororities are not to be included.
	h. Married Resident Women: Enters in columns 62-66 the total number of married resident women students living in housing which is owned, leased or rented by the Institution. Married women students living in privately owned facilities, i.e., private homes, boardinghouses, or apartments, are not to be included.
	i. Nonresident Single Women: Enters in columns 67-71 the total number of single women students living in privately owned housing; i.e., private homes, boarding houses, apartments or privately owned sororities. Note: Students living in privately owned dormitories which are dedicated to housing students are defined as resident students.
	j. Married Nonresident Women: Enters in columns 72-76 the total number of married women students living in privately owned housing, i.e., in private homes, boardinghouses, or apartment.
	6. Returns the completed Schedule C to the Institutional Study Coordinator.

Position Responsible	Instructions For Completion
INSTITUTIONAL STUDY COORDINATOR	7. Receives the completed Schedule C, Annual Fall Enrollment by Sex, Residence and Type of Housing from the Housing Director, or his designee.
	8. Places the completed Schedule C in the completed documents file until all completed enrollment documents have been received.
	9. Forwards all completed enrollment documents (four sections) to the State Commission on Academic Facilities, care of Mr. Gentzler, when all documents have been completed and returned.

EXHIBIT III-A
SCHEDULE C

ANNUAL FALL ENROLLMENT BY SEX, RESIDENCE AND TYPE OF HOUSING

INSTITUTION CODE: 12500 | INSTITUTION NAME: PENNSYLVANIA COLLEGE | PREPARED BY: J. Q. RUME | INVENTORY DATE: JANUARY 17TH 1968

YEAR	MEN										WOMEN									
	RESIDENT				NONRESIDENT				RESIDENT				NONRESIDENT			
	DORMITORY	FRATERNITY	MARRIED STUDENT HOUSING		SINGLE	MARRIED			DORMITORY	SORORITY	MARRIED STUDENT HOUSING		SINGLE	MARRIED		
23 24 25 26	27 28 29 30 31	32 33 34 35 36	37 38 39 40 41		42 43 44 45 46	47 48 49 50 51			52 53 54 55 56	57 58 59 60 61	62 63 64 65 66		67 68 69 70 71	72 73 74 75 76		
1 9 5 5	01125	00250	00180		00985	00335			01095	00225	00095		00940	00180		
1 9 5 6																
1 9 5 7																
1 9 5 8																
1 9 5 9																
1 9 6 0																
1 9 6 1																
1 9 6 2																
1 9 6 3																
1 9 6 4																
1 9 6 5																
1 9 6 6																
1 9 6 7																

SECTION IV

PROCEDURE FOR THE COMPLETION OF THE ANNUAL FALL ENROLLMENT BY PROGRAM AND ACADEMIC LEVEL

SECTION IV

PROCEDURE FOR THE COMPLETION OF THE ANNUAL FALL ENROLLMENT BY PROGRAM AND ACADEMIC LEVEL

PURPOSE

To provide data for projecting instructional facilities needs for higher education in the State of Pennsylvania.

Position Responsible	Instructions For Completion
INSTITUTIONAL STUDY COORDINATOR	1. Forwards Section IV, Procedure For The Completion Of The Annual Fall Enrollment By Program And Academic Level, and Schedule D, Annual Fall Enrollment By Program And Academic Level, to the Registrar or his designee.
REGISTRAR (Or His Designee)	2. Receives the instructions, Section IV, Procedure For The Completion Of The Annual Fall Enrollment By Program And Academic Level, from the Institutional Study Coordinator.
	3. Refers to Exhibit IV-A, following page IV-4 for illustration of the required entries on Schedule D, Annual Fall Enrollment By Program And Academic Level.
	4. Enters the number of each sheet of Schedule D used in the space provided in the upper right-hand corner of the document. The number for the first sheet would be entered as follows: Sheet 1 of ___
	5. Completes the heading information on Schedule D as follows:

Position Responsible	Instructions For Completion
REGISTRAR (Or His Designee)(Cont'd)	a. Enters the Institution's identification code in the box entitled "Institution Code" in the upper left-hand corner of the document.

INSTITUTION CODE
12500

b. Enters the complete name of the Institution in the box entitled "Institution Name."

INSTITUTION NAME
Pennsylvania College

c. Enters his full name in the box entitled "Prepared By."

PREPARED BY
J. R. Jones

d. Enters the current date in the box entitled "Inventory Date."

INVENTORY DATE
February 19,1968

Note: Schedule D consists of two duplicate columns. The left column should be complete from top to bottom before the right half of the form is used.

6. Performs the following tasks for each year from 1955 through 1967 in columns 23-25:

a. Assigns a program code number from Appendix A to each program currently offered by the Institution. Enters the appropriate program code for the first program to be recorded in columns 17-21. For example, if the history program were being reported, the following entry would be made:

PROGRAM NUMBER				
17	18	19	20	21
0	7	7	1	6

Position Responsible	Instructions For Completion
REGISTRAR (Or His Designee) (Cont'd)	b. Enters the appropriate academic level code in column 22 for each academic level within the program being recorded. Use one line in column 22 to record each academic level within the program. Vertical arrows must be shown in columns 19 and 25 to indicate that the program number and academic year remain constant. Refer to Appendix B for the program level codes.

c. Enters the academic year in columns 23-26. For example, if the academic year 1955-56 were being reported, the following entry would be made:

YEAR			
23	24	25	26
1	9	5	5

Students reported for each year 1955 through 1967 should be FTE day students, as defined in Section I of the instruction manual. If the Institution's historical records are such that the data cannot be provided for earlier years in accordance with the definition outlined in Section I, report data for those FTE enrollment years as defined at that time by the Institution. However, data for the fall term of the current year, 1967-68, must be reported in the terms defined in the instructions for Section I.

d. Enters the total number of students enrolled in each program by academic level in columns 27-32. Students must be reported only on the basis of their major program of study. Each student will be counted only once, and therefore will not be included in the count for programs other than his chosen major.

Note: If a student has declared two majors, having an equal number of credit-hours in each, assign the program code 08315 and enter the appropriate academic level codes and enrollment totals.

Position Responsible	Instructions For Completion
REGISTRAR (Or His Designee) (Cont'd)	If a student has two majors having an unequal number of credit-hours, enter the program code for the major providing the greater number of credit-hours. For students with no declared major, typically freshmen or sophomores, assign the program code 08316 and enter the appropriate academic level codes and enrollment totals. A specific program code should be assigned to all students when possible.
	7. When Schedule D has been completed for all years 1955 through 1967, enters the total number of sheets completed on each document in the space provided in the upper right-hand corner. For example, if 47 sheets were completed, the entries on the first and second sheets would be completed to read: Sheet 1 of 47 Sheet 2 of 47
	8. Returns the completed sheets of Schedule D, Annual Fall Enrollment By Program And Academic Level, to the Institutional Study Coordinator.
INSTITUTIONAL STUDY COORDINATOR	9. Receives the completed Schedule D, Annual Fall Enrollment by Program And Academic Level, from the Registrar.
	10. Places the completed Schedule D, Annual Fall Enrollment By Program And Academic Level, in the completed documents file until all completed enrollment documents have been received.
	11. Forwards all completed enrollment documents (four sections) to the State Commission on Academic Facilities, care of Mr. Gentzler, when all completed enrollment documents are received.

EXHIBIT IV-A

SCHEDULE D

ANNUAL FALL ENROLLMENT BY PROGRAM AND ACADEMIC LEVEL

Sheet 1 Of 27

INSTITUTION CODE	INSTITUTION NAME	FORM PREPARED BY	INVENTORY DATE
12500	PENNSYLVANIA COLLEGE	J.R. JONES	JANUARY 30, 1965

PROGRAM	ACADEMIC LEVEL	YEAR	TOTAL STUDENTS ENROLLED
01500	E	1955	00006 0
	F		00034 0
	H		00027 0
02901	E		00041 5
	F		00031 7
	H		00022 1
	J		00016 8
03300	E		00020 2
	F		00002 0
07710	H		00021 5
	J		00016 7
07722	E	1956	00043 0
	F		00007 9
	H		00025 0

SECTION V

PROCEDURE FOR THE COMPLETION OF THE ANNUAL FALL OUT-OF-COUNTY ENROLLMENT

SECTION V

PROCEDURE FOR THE COMPLETION OF THE ANNUAL FALL OUT-OF-COUNTY ENROLLMENT

PURPOSE — To provide data for projecting enrollments and calculating higher education facilities needs for the State of Pennsylvania.

Position Responsible	Instructions For Completion
INSTITUTIONAL STUDY COORDINATOR	1. Forwards Section V, Procedure For The Completion Of The Annual Fall Out-Of-County Enrollment, and Schedule E, Annual Fall Out-Of-County Enrollment, to the Registrar.
REGISTRAR (Or His Designee)	2. Receives and reviews Section V, Procedure For The Completion Of The Annual Fall Out-Of-County Enrollment, and Schedule E, Annual Fall Out-Of-County Enrollment.
	3. Refers to Exhibit V-A, following page V-3, for illustration of the required entries on Schedule E, Annual Fall Out-Of-County Enrollment.
	4. Completes the heading on Schedule E as follows:
	a. Enters the Institution's identification code in the box entitled "Institution Code" in the upper left-hand corner of the document.

INSTITUTION CODE
12500

b. Enters the complete name of the Institution in the box entitled "Institution Name."

INSTITUTION NAME
Pennsylvania College

Position Responsible	Instructions For Completion
REGISTRAR (Or His Designee)(Cont'd)	c. Enters his full name in the box entitled "Prepared By." PREPARED BY J. R. Jones d. Enters the current date in the box entitled "Inventory Date." INVENTORY DATE February 19, 1968

5. Enters in columns 28-32 the total number of students enrolled in the Institution from outside of the county in which the Institution is located for each year, 1955 through 1967 (columns 23-26). This includes students who come from outside the State of Pennsylvania, as well as students from counties in Pennsylvania other than the one in which the Institution is located. The permanent record of the student is a possible source of this information. The data entered in these columns must be right-justified. The lowest-order digit (units position) must be placed in column 32. Unrequired high-order positions must be completed with a zero.

Students reported for each year 1955 through 1967 should be FTE day students, as defined in Section I of the instruction manual. If the Institution's historical records are such that the data cannot be provided for earlier years in accordance with the definition outlined in Section I, then report data for those FTE enrollment years as defined at that time by the Institution. However, data for the fall term of the current year, 1967-68, must be reported in the terms defined in the instructions for Section I.

6. Returns the completed sheet for Schedule E, Annual Fall Out-Of-County Enrollment, to the Institutional Study Coordinator.

INSTITUTIONAL STUDY COORDINATOR

7. Receives the completed Schedule E, Annual Fall Out-Of-County Enrollment, from the Registrar or his designee.

8. Places the completed Schedule E, Annual Fall Out-Of-County Enrollment, in the completed documents file until all completed enrollment documents have been received.

9. Forwards all completed enrollment documents (four sections) to the State Commission on Academic Facilities, care of Mr. Gentzler, when all completed enrollment documents are received.

EXHIBIT V-A

SCHEDULE E

ANNUAL FALL OUT-OF-COUNTY ENROLLMENT

INSTITUTION CODE	INSTITUTION NAME	FORM PREPARED BY	INVENTORY DATE
12500	PENNSYLVANIA COLLEGE	J. R. JONES	JANUARY 17TH 1968

YEAR				TOTAL STUDENTS					
23	24	25	26	28	29	30	31	32	
1	9	5	5	0	0	3	4	2	
1	9	5	6	0	0	3	7	7	
1	9	5	7	0	0	3	6	7	
1	9	5	8	0	0	4	0	4	
1	9	5	9	0	0	4	5	5	
1	9	6	0	0	0	4	7	8	
1	9	6	1	0	0	5	0	9	
1	9	6	2	0	1	0	2	3	
1	9	6	3	0	1	0	3	1	
1	9	6	4	0	1	0	5	2	
1	9	6	5	0	1	1	0	4	
1	9	6	6	0	1	0	9	6	
1	9	6	7	0	1	2	2	7	

APPENDIX A

ACADEMIC PROGRAMS AND CODING

ACADEMIC PROGRAMS AND CODING

Program Number	Academic Program
	AGRICULTURE
01001	Agriculture, general
01003	Agriculture, business
01002	Agronomy, field crops
01004	Animal science
01007	Dairy science
01014	Fish and game, or wildlife management
01016	Food science
01019	Horticulture
01075	Poultry science
01400	**ARCHITECTURE**
	BIOLOGICAL SCIENCES
01701	Premedical, predental, and preveterinary sciences
01799	Biology, general
01707	Botany, general
01710	Zoology, general
01713	Anatomy and histology
01716	Bacteriology, virology, mycology, parasitology, microbiology
01721	Biochemistry
01724	Biophysics
01733	Entomology
01736	Genetics
01737	Nutrition
01739	Optometry (preprofessional bachelor's degree)
01742	Pathology
01745	Pharmacology
01748	Physiology
01751	Plant pathology

Program Number	Academic Program
	BUSINESS AND COMMERCE
02001	Business and commerce, general
02002	Accounting
02004	Hotel and restaurant administration
02007	Secretarial studies
02009	Finance
02011	Merchandising
	PLANNING
01500	City
01550	Regional
	COMPUTER SCIENCE AND SYSTEMS ANALYSIS
02101	Computer science
	EDUCATION
02301	Physical education, separate curriculum; or combined curriculum with health education or recreation
02304	Health education, separate curriculum
02307	Recreation, separate curriculum
02310	Education of exceptional children
02311	Education of the partially sighted
02313	Education of the mentally retarded
02316	Speech and hearing
02319	Agricultural education
02322	Art education
02325	Business education, commercial education
02328	Distributive education, retail selling
02331	Home economics education
02333	Industrial arts education, nonvocational
02336	Music education
02339	Trade and industrial education, vocational
02343	Health - mental
02350	Nursery and/or kindergarten education
02353	Early childhood education
02356	Elementary education
02359	Secondary education
02362	Combined elementary and secondary education

Program Number	Academic Program
	EDUCATION (Cont'd)
92371	Educational administration, supervision, or finance
02372	Counseling and guidance
02373	Rehabilitation counselor training
02374	History, philosophy and theory of education and comparative education
02380	Education, general
02377	Educational psychology
02378	Physical education - nonteaching
02380	Preprofessional bachelor's degree in education
	ENGINEERING
02602	Aerospace, aeronautical and astronautical engineering, and related fields
02607	Agricultural engineering
02608	Architectural engineering
02614	Chemical engineering, petroleum refining engineering
02621	Civil engineering, construction, transportation engineering
02632	Electrical engineering, electronics
02645	Engineering sciences, engineering mechanics, engineering physics, mechanics, science engineering
02646	Environmental health and sanitary engineering
02653	Industrial and management engineering
02660	Mechanical engineering
02670	Metallurgical and materials engineering, ceramics engineering, materials science
02672	Mining engineering, mineral engineering, mining, mineral dressing
02678	Petroleum engineering
	ENGLISH AND JOURNALISM
02901	English and literature
02904	Journalism

Program Number	Academic Program
	FINE AND APPLIED ARTS
03201	Art, general
03204	Music, including sacred music
03205	Dance
03207	Speech and dramatic arts
03221	Commercial art
03300	FOLKLORE
	FOREIGN LANGUAGES AND LITERATURE
03501	Linguistics
03511	Lating and/or classical Greek
03520	French
03522	Italian
03526	Spanish
03528	Philology and literature of Romance languages
03540	German
03564	Chinese
03580	Russian
03586	Other Slavic languages
03800	FORESTRY
04100	GEOGRAPHY
	HEALTH PROFESSIONS
04401	Chiropody or Podiatry
04404	Dental hygiene
04407	Dentistry, D. D. S. and D. M. D. only
04410	Hospital administration
04412	Dietetics
04413	Medical technology
04416	Medicine, M. D. only
04419	Nursing and/or public health nursing
04420	Public school nursing
04422	Occupational therapy
04425	Optometry
04428	Osteopathy
04431	Pharmacy
04434	Physical therapy, physiotherapy
04437	Public health
04443	Veterinary medicine, D. V. M. only
04446	Clinical dental sciences
04449	Clinical medical sciences

Program Number	Academic Program
	HOME ECONOMICS
04701	Home economics, general
04704	Child development, family relations
04707	Clothing and textiles
04710	Foods and nutrition
04713	Institution management, institution administration
05000	LAW
05300	LIBRARY SCIENCE
	MATHEMATICAL SUBJECTS
05601	Mathematics
05607	Statistics
05920	MILITARY, NAVAL OR AIR FORCE SCIENCE
	PHILOSOPHY
06501	Philosophy
06504	Scholastic philosophy
	PHYSICAL SCIENCES
06801	Physical sciences, general
06804	Astronomy
06807	Chemistry
06810	Metallurgy
06813	Meteorlogy
06815	Pharmaceutical chemistry
06816	Physics
06819	Geology
06822	Geophysics
06825	Oceanography
	PSYCHOLOGY
07101	General psychology
07102	Clinical psychology
07105	Rehabilitation counselor training
07106	Educational psychology

Program Number	Academic Program
	RELIGION
07401	Religious education and Bible
07404	Theology, curriculum leading spedifically to first professional ministerial degree
07407	Theology
07410	Religion, liberal arts curriculum, non-sectarian
	SOCIAL SCIENCES - BASIC
07701	Social sciences, general
07704	American studies, American civilization, American culture
07707	Anthropology
07710	Area studies, regional studies
07713	Economics
07716	History
07719	International relations
07722	Political science or government
07725	Sociology
07726	Criminology
	SOCIAL SCIENCES - APPLIED
07731	Agricultural economics
07734	Foreign service programs
0773?	Industrial relations
0774?	Public administration
07743	Social work, social administration, social welfare
08000	TRADE AND INDUSTRIAL TRAINING
	GENERAL CURRICULUMS
08301	Arts and humanities, general program
08304	Sciences, general program
08307	Social sciences, general program
08315	Students enrolled with an equal double major
08316	Students enrolled with an undeclared major

APPENDIX B

ACADEMIC LEVELS AND CODING

ACADEMIC LEVEL CODE

Code	Level
	Graduate
P	Postdoctorate
N	Doctorate (Postmasters)
M	Master's
L	Professional
	Undergraduate
J	Senior
H	Junior
F	Sophomore
E	Freshman
	Two Year
C	Second Year
B	First Year
A	Other

ANNUAL FALL OUT-OF-COUNTY ENROLLMENT

INSTITUTION CODE	INSTITUTION NAME	FORM PREPARED BY	INVENTORY DATE

YEAR				TOTAL STUDENTS						
23	24	25	26	27	28	29	30	31	32	
1	9	5	5							
1	9	5	6							
1	9	5	7							
1	9	5	8							
1	9	5	9							
1	9	6	0							
1	9	6	1							
1	9	6	2							
1	9	6	3							
1	9	6	4							
1	9	6	5							
1	9	6	6							
1	9	6	7							

SCHEDULE B

FALL ENROLLMENT COURSE SCHEDULE BY PROGRAM

Sheet _____ Of _____

INSTITUTION CODE	INSTITUTION NAME	FORM PREPARED BY	INVENTORY DATE

PROGRAM NUMBER					LEVEL	TOTAL NUMBER OF STUDENTS						BLDG. NO.			ROOM NUMBER						FACULTY IDENTIFICATION						SCHEDULE								
																												DAY	TIME OF DAY							
																													FROM				TO			
17	18	19	20	21	22	27	28	29	30	31	32	33	34	35	36	37	38	39	40	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	

ANNUAL FALL ENROLLMENT BY SEX, RESIDENCE AND TYPE OF HOUSING

INSTITUTION CODE	INSTITUTION NAME	PREPARED BY	INVENTORY DATE

YEAR	MEN										WOMEN																					
	RESIDENT					NONRESIDENT					RESIDENT										NONRESIDENT											
	DORMITORY			FRATERNITY		MARRIED STUDENT HOUSING		SINGLE		MARRIED		DORMITORY		SORORITY		MARRIED STUDENT HOUSING		SINGLE		MARRIED											
23 24 25 26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76
1955																																																
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ANNUAL FALL ENROLLMENT BY PROGRAM AND ACADEMIC LEVEL

SCHEDULE D

Sheet_____Of_____

INSTITUTION CODE	INSTITUTION NAME	FORM PREPARED BY	INVENTORY DATE

PROGRAM					ACADEMIC LEVEL	YEAR				TOTAL STUDENTS ENROLLED					
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32